



DEPARTMENT OF THE NAVY  
PERSONNEL SUPPORT ACTIVITY WEST  
937 NORTH HARBOR DRIVE  
SAN DIEGO, CALIFORNIA 92132-0076

IN REPLY REFER TO:

PERSUPPACTWESTINST 7042.1C  
Code N3  
29 Jul 04

PERSUPPACT WEST INSTRUCTION 7042.1C

Subj: CASH MANAGEMENT

Ref: (a) DODFMR Volume 5

Encl: (1) DD Form 2665 (Rev. AUG 93)

1. Purpose. To provide guidance and amplify instructions contained in reference (a) for maintaining cash balances and disposing of cash.
2. Cancellation. PERSUPPACTSANDIEGOINST 7042.1B
3. Definition. For the purpose of this instruction, cash is defined as both currency/coin and checks/negotiable instruments.
4. Information. Reference (a) contains procedures for determining the maximum amount of cash that may be held in disbursing offices. Cash that is in excess must be promptly disposed of by depositing in a general depository (bank) for credit to the account of the U.S. Treasurer. Navy policy is that ashore in the United States, checks rather than cash will be utilized to the maximum extent possible.
5. Maximum Amount of Cash Authorized to be Held. No Personnel Support Activity Detachment (PSD) in the Personnel Support Activity (PSA) West network is authorized to make cash payments; therefore, no cash is authorized to be held for that purpose. All cash received from collection agents and other remitters is considered excess cash. All excess cash shall be disposed of by depositing it in a general depository (bank) when the total equals \$5,000.00 or more, or once per week, whichever occurs sooner.
6. Depositing of Cash. Currency/coin must be deposited on a separate Standard Form 215 (Deposit Ticket) from checks/negotiable instruments and be made on a daily basis. For deposit of currency/coin, the Deposit Ticket will contain the notation "CASH DEPOSIT" on the lower right-hand corner just above the signature area. For deposits of checks/negotiable instruments, a copy of each check shall be made and fastened to the yellow copy of the Deposit Ticket retained by the Detachment.

PERSUPPACTWESTINST 7042.1C  
29 July 2004

7. Reporting of Cash Balances on DD Form 2665 (Daily Agent Accountability Summary)

a. Cash balances will be reported on the Daily Agent Accountability Summary in two categories, i.e., currency/coin, and checks/negotiable instruments awaiting deposit. Enclosure (1) is an example of the proper categorizing of cash on the summary.

8. Monitoring of Cash Balances. The following officials shall report all instances where Detachments exceed the \$5,000.00 excess cash limitations to the Executive Officer:

a. Quarterly Cash Verification Team, when conducting the quarterly surprise cash verification.

b. Field Operations Consolidated Users Support (FOCUS) Team, when Detachment fiscal functions are being examined.

  
N. J. SANDERS

Distribution:

PERSUPPACTWESTINST 5216.1L List II

DAILY AGENT ACCOUNTABILITY SUMMARY						(Final)	1. Date 06/01/2004
<b>Section I - Summary of Daily Accountability Transactions</b>							
a. Line No.	b. Description				c. Today	d. Cumulative	
1	Accountability - Beginning				2,500.00	2,500.00	
2	Increases	Advances		a. Cash	0.00	0.00	
				b. Prepositioned Checks	0.00		
				c. Other	0.00		
3		Vouchered Collections			8,801.32	8,801.32	
4		Treasury Checks		a. Vouchered	2,135.37	2,135.37	
				b. Other	0.00		
5		Transfers From Other Disbursing Officers			0.00	0.00	
6		Exchange Gain Accumulations			0.00	0.00	
7	Other (Explain)			0.00	0.00		
8	Total Increases			10,936.69	10,936.69		
9	Gross Accountability				13,436.69	13,436.69	
10	Decreases	Transfer to Other Disbursing Officers			0.00	0.00	
11		Exchange Loss Accumulations			0.00	0.00	
12		Other (Explain)			0.00	0.00	
13		Returns to Principal		a. Paid Vouchers	2,135.37	10,936.69	
				b. Deposit Tickets	8,801.32		
14	Total Decreases		c. Other Returns (Explain)	0.00	10,936.69		
15	Accountability - Ending				2,500.00	2,500.00	
<b>Section II - Distribution of Agent Accountability</b>							
a. Line No.	b. Element of Accountability				c. Accountability Before Transfers	d. Returns to Principal	e. Accountability After Transfers
16	Limited Depository Units	0.00	Rate	0.00	0.00	0.00	0.00
17	Cash On Hand (US)				0.00	0.00	0.00
18	C.O.H.	a. Accom. Units	0.00	Rate	0.00	0.00	0.00
	Foreign	b. Oper. Units	0.00	Rate	0.00	0.00	0.00
19	Prepositioned Treasury Checks				0.00	0.00	0.00
20	Negotiable Instruments (US)				0.00	0.00	0.00
21	N.I. (Foreign)	Units	0.00	Rate	0.00	0.00	0.00
22	Military Payment Certificates				0.00	0.00	0.00
23	Paid vouchers				2,135.37	2,135.37	0.00
24	Funds In Transit				0.00	0.00	0.00
25	Funds With Subagents				2,500.00	0.00	2,500.00
26	Deposit Tickets (not LDA)				8,801.32	8,801.32	0.00
27	Dishonored Checks Receivable				0.00	0.00	0.00
28	Check Overdrafts Receivable				0.00	0.00	0.00
29	Loss of Funds				0.00	0.00	0.00
30	Deferred Vouchers				0.00	0.00	0.00
31	Other (Explain)				0.00	0.00	0.00
32	Total Agent Accountability				13,436.69	10,936.69	2,500.00
<b>Section III - Location of Cash/Negotiable Instruments</b>							
a. Line No.	b. Location	c. Cash Foreign Units	d. Cash (US)	e. Prepositioned Checks	f. Mil. Payment Certificates	g. Other	
33	Agent	0.00	0.00	0.00	0.00	2,500.00	
34	Deputy Agent	0.00	0.00	0.00	0.00	0.00	
35	Cashier	0.00	0.00	0.00	0.00	0.00	
36	Other	0.00	0.00	0.00	0.00	0.00	
37	Totals	0.00	0.00	0.00	0.00	2,500.00	
2. Name of Agent				3. Address of Agent			
4. Signature of Agent							